

Scope / Deliverables

1. Regarding the requirement for "recommendations/solutions that showcase phases or costs to complete," is the audit deliverable expected to function as a phased solution proposal (including options and pricing), or is it a standalone findings report intended to inform a separate decision before implementation? **The audit is phase 1 of the approach. It is up to each contractor to determine other additional phases based on their approach.**
2. What is the expected implementation footprint? Does PDPHE anticipate remediation across all ~80 SharePoint sites within the contract period, or would a phased approach beginning with pilot divisions be acceptable? **A phased approach is acceptable. All work should be completed by October deadline.**
3. Regarding the training deliverables for admin and general staff: are these expected to be live sessions, self-paced materials, or a combination? Should we account for single or multiple sessions across divisions? **Live trainings are preferable for the core team who will be implementing the changes at PDPHE however, the training approach will be left up to the contractor based on what they think will be most effective.**
4. Is the admin guide expected to be a final document delivered at the end of implementation, or should it be updated iteratively as the solution is refined during the contract period? **It should be the final document at the end of the project to summarize the solution and expectations for maintenance moving forward.**

Budget

1. The RFQ mentions a "maximum dollar amount" but does not provide a figure. What is the not-to-exceed budget for this engagement? **This was an error and should not have been included. There is no defined maximum dollar amount.**
2. Appendix A specifies a two-payment structure. Would PDPHE consider a milestone-based payment schedule tied to specific deliverables (e.g., audit, implementation, training), or is the current structure fixed? **Due to the short timeframe of the project, two-payment structure is preferable.**

Evaluation

1. Can PDPHE share the evaluation criteria and their approximate weights (e.g., technical approach, experience, timeline, price)?

Criteria	Points
Applicant name and contact information	5
Total cost estimate for the project, including all anticipated costs to complete work	20
Detailed description of approach: include timeline for key milestones and cost estimate for each	30
List and bio of staff working on the project	15
Descriptions of experience or knowledge of: 1) Microsoft SharePoint and OneDrive for government licenses; 2) CORA, HIPAA, FERPA, CJIS, and/or 42 CFR Part 2 navigation; 3) Development of user-friendly admin guides and trainings for staff; 4) similar projects and outcomes of those projects	20
Statement agreeing that no assets dedicated to this project are located offshore	10
(Optional) Ability to agree to PDPHE Service Agreement	10 (Bonus Points)

2. Beyond the preference for using the PDPHE Service Agreement, are there other differentiating factors, such as location, M365 Government licensing experience, or specific compliance certifications? **No, no other differentiating factors will be considered. Use of the PDPHE agreement is preferred because of the short time lines of the project. Applicants will receive credit above and beyond their overall proposal score for agreeing to use the PDPHE service agreement.**

Compliance

1. Regarding the five regulatory frameworks listed (CORA, HIPAA, FERPA, CJIS, 42 CFR Part 2), are all five applicable across all divisions, or are they concentrated in specific areas? **Colorado Open Records Act (CORA) and HIPAA are applicable across the organization. FERPA, CJIS, and 42 CFR Part 2 are applicable mainly in two of the four work areas.**
2. Will the contractor work directly with Pueblo County IT? Is there an existing approval process for M365 infrastructure modifications that we should account for in our timeline? **Contractor will need to work with IT in order to get admin level access to any sites in the Sharepoint environment.**
3. Is PDPHE operating in a GCC or GCC High environment? Additionally, are there known restrictions on third-party integrations or SharePoint add-ins? **Pueblo County operates in a GCC environment. Third party integrations and SharePoint add-ins have to be approved on a case by case basis, based on things like data**

cannot be stored outside the US, no selling of data to advertisers, no AI training or data scraping, adequate privacy policy and terms of use policies of the third part or add-in providers, etc. If the integration is going to be used with any sites that need HIPAA compliance, then the third party would need to be SOC compliant.

Timeline

1. If contract execution is delayed past July 1, 2026, will the October 30 completion deadline remain fixed, or will it flex proportionally? **Due to funding limitations, PDPHE has limited ability to extend beyond the October 30 deadline. Minor scope carryovers may be considered but limited to only a few days past the October 30 deadline due to grant wrap up and reporting requirements.**
2. Are there any staff availability constraints or agency blackout periods between July and October 2026 that we should factor into our planning? **No. Only normal scheduled holidays.**
3. Is there any possibility of using the November grant buffer for minor scope carryover, or must all deliverables be accepted and invoiced by October 30? **See the answer to Question 1.**